

# **CASEWORKER DESK REFERENCE**

(Revised February 2007)

FSU SIZE	MAXIMUM INCOME LIMITS		MAXIMUM ALLOTMENT	FOOD STAMP DEDUCTIONS			
	Gross	Net		SUA	BUA	TUA	STANDARD DEDUCTION
1	\$1037	\$798	\$152	\$229	\$132	\$21	\$134
2	\$1390	\$1070	\$278	\$252	\$146	\$21	\$134
3	\$1744	\$1341	\$399	\$290	\$167	\$21	\$134
4	\$2097	\$1613	\$506	\$290	\$167	\$21	\$134
5	\$2450	\$1885	\$601	\$324	\$191	\$21	\$157
6	\$2803	\$2156	\$722	\$324	\$191	\$21	\$179
7	\$3156	\$2428	\$798	\$324	\$191	\$21	\$179
8	\$3509	\$2700	\$912	\$324	\$191	\$21	\$179
Each Additional Member	(+354)	(+272)	(+114)				

ADDITIONAL FOOD STAMP DEDUCTIONS	
Earned Income Deduction	20%
Dependent Care Deduction	\$175 Each dependent age 2 and over / \$200 Each dependent under age 2
Excess Shelter Deduction Cap	\$417 for FSU's without a Specified Person

FOOD STAMP RESOURCE LIMITS		Max. SSI or SSI & SSA/Other Income		
Categorically Eligible FSU	NONE	Single Person	\$623	\$643
FSU's with a member age 60 or older or disabled	\$3000	Couple	\$934	\$954
All Other FSU's	\$2000	Medicare Premium	\$93.50	

FS CONVERSION OF INCOME/EXPENSES TO A MONTHLY AMOUNT	
Weekly	x 4.3
Biweekly (every two weeks)	x 2.15
Semi-monthly (twice per month)	x 2

WFFA					
Assistance Unit	Max. Payment	Assistance Unit	Max. Payment	Assistance Unit	Max. Payment
1	\$181	5	\$324	9	\$406
2	\$236	6	\$349	10	\$430
3	\$272	7	\$373	11	\$448
4	\$297	8	\$386	12	\$473

# **FOOD STAMP TIME STANDARDS**

## **APPLICATIONS**

Recipient must have food stamps no later than:

**Emergency Service**

**7th calendar day**

**Normal Processing**

**30th calendar day**

*Application can be reopened if verifications are provided by the 60<sup>th</sup> day from the date of application.*

*Do not deny an application before the 30<sup>th</sup> day for failure to provide verification. If the 30<sup>th</sup> day falls on a weekend or a holiday, deny the application on the next work day.*

## **APPLICATIONS FOR RECERTIFICATION**

Case must be completed by:

**Timely Recerts**

**Last workday of the month**

**Untimely Recerts**

**30th calendar day**

**Late Recerts**

**30th / 7<sup>th</sup> calendar day**

*(Late Recert is an application that is filed in the month after the last month of the certification period)*

### **Timely / Untimely Recerts:**

- *If an application for recertification (timely and untimely) is denied for failure to provide required verification, it may be reopened if all verifications are provided by the 60th day following the date of application.*
- *If the FSU provides the required verifications by the 30<sup>th</sup> day, process the case using the original date of application.*
- *If the FSU provides the required verifications from the 31st to the 60th day then the case may be reopened. Use the date the required verification is received as the date of application and prorate the benefits.*

### **Late Recerts:**

- *Do not deny late recertification before the 30<sup>th</sup> day for failure to provide verification. If the 30<sup>th</sup> day falls on a weekend or a holiday, deny the application on the next work day.*
- *Do not reopen / approve a late recert if the required verifications are provided after the 30<sup>th</sup> day.*

## **NOTICES**

**DSS-8650 (Request for Information)**

**10 calendar days to return info**

**Notice of Adverse Action**

**10 workdays before action taken**

## **HEARING REQUESTS**

**To receive continued benefits**

**10 workdays**

**NO continued benefits**

**90 calendar days**